# ELL Coordinator Planning Calendar

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| | **July** |
| | Complete AZELLA Test Coordinator Training– Pearson |
| | Complete AZELLA Test Administrators/Scorers Training  – Pearson |
| | Order AZELLA testing materials |
| | Plan PD for ELL teachers |
| | File student AZELLA reports in cum files |
| | Analyze previous data/scores |
| | Track summer PHLOTES – flag possible ELL students |
| | Run SDELL 70 reports on all new enrollees |
| | Determine AZELLA placement test schedule |
| | Provide teacher training on ILLPs |
| | Provide new ELD teacher training |
| | Complete ADE waiver request and bilingual waivers (Only for LEAs with bilingual programs) |
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| | **August** |
| | Administer kinder and new student AZELLA placement tests |
| | Assist teachers in the creation of ILLPs |
| | Complete Test Security Agreements; Superintendent form sent to ADE |
| | Check teacher schedules for correct time allocations |
| | Complete Parent Notification Forms -get signatures, file when returned |
| | Conduct parent meetings |
| | Create an ELL file to go with the cum file for all new ELLs |
| | Enroll all ELLs in student information system |
| | Complete teacher and parapro HQ paperwork |
| | Update monitoring binder |
| | Submit exception requests – collaborate with ADE |
| | Develop and submit Title III Budget |
| | Inventory AZELLA placement test materials; order as appropriate |
| | Review ELL student test accommodations for testing with teachers and parapros for benchmarks and AZMerit |
| | Distribute language/English dictionaries to teachers of ELLs for testing accommodations |

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| | **September** |
| | Send AMAO notification letters to ELL families, if necessary |
| | Determine Comp Ed student needs |
| | Create WICPs |
| | Submit SEI Budget Completion Report, if applicable |
| | Begin completion of Two-Year Monitoring Forms |
| | Submit Title III Completion Report from prior year, unless an extension was granted |
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| | **October** |
| | Complete Phase One of SEI Budget – Average Class Survey Due |
| | Review ILLP Attachment B for Quarter 1 |
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| | **November** |
| | Order material for AZELLA mid-year testing, if applicable |
| | Complete Coordinator AZELLA Spring Reassessment training – Pearson |
| | Update student program participation in student information system for SAIS rollup in preparation for AZELLA spring testing |
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| | **December** |
| | Identify AZELLA testing teams for spring reassessment |
| | Review ILLP Attachment B for Quarter 2 |
| | Attend OELAS conference (second week in December) |
| | Complete mid-year AZELLA testing, if applicable |
| | Complete Phase Two SEI Budget process – Incremental Teacher Spreadsheets |
| | Review AZELLA sample tests |
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| | **January** |
| | Create and distribute AZELLA Spring Reassessment schedules to campus admin and teachers |
| | Note students given an AZELLA placement test after January 1 so they are not reassessed during the spring testing window |
| | Analyze Updated At Least 95% Tested List for discrepancies |
| | Reconcile district ELL list with the At Least 95% Tested List |

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| | Train AZELLA testing proctors |
| | Have security agreements signed by all who may come in contact with the tests |
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| | **February** |
| | Begin AZELLA Spring Reassessment Testing - Window opens |
| | Complete SEI Budget Phase III – Budget section |
| | Communicate AZELLA testing details to parents |
| | Verify testing spaces are adequate, access to speakerphones is clear for testing, remind campus admin of test environment requirements |
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| | **March** |
| | Complete AZELLA Spring Reassessment Testing - Window closes |
| | Package completed AZELLA tests and testing materials for return to Pearson |
| | Schedule UPS pick up of AZELLA materials by due date |
| | Review ILLP Attachment B for Quarter 3 |
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| | **April** |
| | Review ELL student AZMerit testing accommodations with teachers |
| | Update language/English dictionary distribution to teachers/proctors of ELLs for AZMerit |
| | Update ELL program membership and communicate to campus admin and teachers |
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| | **May** |
| | Receive AZELLA Spring Reassessment test results |
| | Distribute test results to campuses |
| | Verify the At Least 95% Tested list against testing data |
| | Send Reclassification Letters home to reclassified students |
| | Print SDELL 73 (ELL Need Report) for use for next year planning/scheduling |
| | Begin preparation of Parent Notification Forms for fall distributions, include AZELLA results with letter |
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| | **June** |
| | Complete amendments for errors – get data clean |

|   | Reconcile Integrity reports – final date by June 30 |
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|   | Complete filing of necessary documentation |
|   | Review AZ Dash for AMAO 1, 2, and 3 |
|   | Analyze trends in AZELLA and AZMerit data for PD needs |
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|   | **Ongoing** |
|   | Administer new student AZELLA placement tests, even during AZELLA spring testing window |
|   | Complete Parent Notification Forms , send home for signatures/file |
|   | Create ILLPs as necessary |
|   | Reconcile Integrity Reports |
|   | Run and evaluate SDELL 70 reports for all new students |
|   | Provide Professional Development for Teachers/Parapros |
|   | Initiate and complete Teacher Referral Placement Forms (as needed) |
|   | Analyze student progress monitoring to look for trends/PD needs |
|   | Update WICPs, Two Year Monitoring Forms |
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